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Integrated Cluster Guide Meeting Minutes [November 1, 2016]

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ICG meeting agenda November 1

Frost Commons 3:15-5pm

Attending: Chris D, Laura, Cathie, Nick, Thad (projects as example to legislature), Bob, Robyn, Nancy, Cindy W, Adam, Barbara, Elliott, Amy, Denise, Matt, Kate H

Guide Attrition:

- Kate Harrington, Nick Sevigney, Kathleen Norris, and Bob Heiner will no longer be guides as of Spring 2017.
 - Amy Villamagna is in process of considering her plans
 - 2 (J&S TESD) clusters with 1 cluster potentially guides to supplement are in works
 - ADs looking and coordinating with continuing ICGs

BRIEF Committees/Group reports:

Curriculum in the Disciplines: Laura, Adam, Kate H, Amy

- Curriculum Committee response
- Attended October meeting and bring back questions from departments.
- Concerns with experimental courses "back door"
- **ACTION: The ADs are approving experimental courses.**
- **ACTION: Feedback goes to guides on any curricular based ideas for clusters.**
- **General Education and FYS: Annette, Elliott, Cathie, Nick**
 - Report created to go into Denise's Newsletter by Annette H sent to Denise
- **PR/Marketing: Chris chabot, Brad, Bob**
 - Group will be meeting with Paula Lee about external communications and report back to ICGs.
 - **ACTION: Meeting with Paula Lee tomorrow along with Denise, Cathie, and Nick**
- **IC Communications: Nick, Ross, Denise**
 - October 27th Project level 3/Dean's review completed? What are results?
 - Yes, results were made by the ADs
 - ICGs favor adding dollar amounts to be published and will be discussed in a meeting with ADs
 - ICGs advocate for publishing dollar amounts in project initiators and public communications
 - **ACTION: Add chair approvals to project proposals requiring course release.**
 - Exterior communications for ICG's: What is and what is not working
- **ACTION: Communication improvements needed**
 - Newsletter was sent prior to Oct 25th town hall meeting
 - Blogs seem to get good response from Cathies blog.
 - Missed opportunity with canceled faculty meeting
 - **ACTION: Monthly meeting/lunch for clusters**
- **Level 2 Project review: Matt , Nancy, Elliott, Cindy, Brad**
 - **ACTION:** When Ross gets info from money people he will send an email to the Project Initiator and copy the ICG's. He will provide the project Activity Code to Guides and have PI contact Kristen Hersom for information and support. Guides will provide feedback from reviews and include Activity Code and Kristen Hersom as contact.
 - **ACTION:** Ross and Denise will create boilerplate statement of funding for PIs so that ICG's can put in review feedback and send out to PIs.
 - **ACTION:** Feedback from Project Level 2 committee will be communicated to Level 1/clusters. Level 3s/ADs need to do the same.
 - **ACTION: Need potential project deadlines for AY 2017-18**
 - Round 2 Projects - Level 1 projects will be notified by November 11th by Clusters with a CC to Ross. Level 2 same process by Nov 18th.
 - **ACTION: Deans working on application form to include feedback as well as "PR blurb".**

- **ACTION: ICGs send info to Thad about projects to put in front of legislature when visiting campus. Resilience Project was brought up.**
- **Student and Staff Engagement: Kristina, Barbara**
 - **ACTION: Address how OS and PAT can work on cluster needs**
- **SEARCH Update: Kate Harrington Denise**
 - Search for Operations Manager

Guide meeting/forum November 30

- **~~People with approved projects present~~**
- **All ICGs attend**
- **Curriculum/FYS/Gen Ed discussions/presentations and breakout sessions**
- **ACTION: AD's send out a save the date to all faculty/staff. Clusters communicate to cluster members.**
- **ACTION: Adam/Amy contact Curriculum Committee to attend Cathie/Nick get Gen Ed and talk FYS**

Expectations and continuation of "Guide of Guides"

- **Tabled for next meeting**